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[www.sdadmin.org](http://www.sdadmin.org) national

## THE COMMENTARY

July 2014 Edition

A Newsletter of the Society For Design Administration

## President's Corner

By Penny Nelson, President

Welcome, summer 2014! It's so hard to believe the year is almost half over, isn't it? I'm looking forward to the longer days and warmer weather (yes, I know, we've already had quite a bit of that!). I wish I were looking forward to those "lazy days of summer," but our firm is quite busy, and from what I hear, lots of other firms are as well. Please allow yourself a quick break as I give you a brief overview of my EDSymposium14 experience in Nashville a few weeks ago:

EDSymposium14 was all kinds of awesome this year! When I arrived in Nashville, it was hot and humid – it definitely felt like the South! I met Connie McKenna and Marcy Fields from our chapter at the airport, and we shared a cab to our hotel. After checking in and settling our things in our rooms, the three of us headed to Broadway Street, where many of the live music venues are located. We enjoyed a delicious dinner, and then strolled along "Honkey Tonk Row" as live music poured out from every open window and doorway. Nashville is truly "Music City!" The hotel location in downtown Nashville was perfect for exploring the city on foot.

Wednesday morning dawned quite early, since Nashville is two hours ahead of California time. I had intentions of joining the morning walking group, but a rainstorm that had moved in overnight made my bed seem quite cozy. However, breakfast at 7:30 beckoned, as did a day of amazing sessions. All of our sessions and meals were on the second floor of the hotel, so everything was centrally located and easy to find. Breakfast was continental most mornings, with muffins, fruit, bagels, juices, and of course coffee!

Our first and joint session led us through the mechanics of making changes – in your company and even in your life. Our speaker introduced us to the Work Systems Model, which identifies the levers to be used in effecting change. She walked us through several samples of utilizing the model with real-world issues which members proposed. She also took us through a brief RACI training – a tool for increasing communication and responsibility for projects. You can read about RACI at [www.racitraining.com](http://www.racitraining.com).



## Upcoming Events

### July 2014

- July 10**      **Business Meeting 5:30 pm**  
Meeting will be held at ValleyCrest  
hosted by Cheryl Mathes
- July 17**      **Luncheon Meeting 11:30 am**  
**Archiving and File Management**  
Presented by Matt Zwolenski,  
Newforma  
Lutron Event Center, Irvine

### August 2014

- August 7**      **Business Meeting 5:30 pm**  
Meeting will be held at Mark  
Scheurer Architects hosted by  
Karen Henderson
- August 21**      **Luncheon Meeting 11:30 am**  
Document Editing and Bluebeam  
Demo  
Lutron Event Center, Irvine
- August 29**      **"Build Night" for 2014**  
Construction  
South Coast Plaza

### September 2014

- Sept. 4**      **Business Meeting 5:30 pm**  
Meeting will be held at Gensler  
hosted by Judy Mitchell
- Sept. 18**      **Construction Gala and Awards**  
SOCO, Costa Mesa
- Sept. 18**      **Luncheon Meeting 11:30 am**  
**Microsoft Tips and Tricks—**  
Speaker and details to be  
announced  
Lutron Event Center, Irvine

### Looking Ahead

- Dec. 7**      **Annual Holiday Brunch,  
Installation of 2015 Officers, and  
Ornament Exchange**  
Home of Cal and Wendy Woolsey

## Job Board

Did you know that SDA maintains a Job Board? This includes persons looking for work as well as firms looking for qualified personnel in the A/E industry. Most of the positions are for administrative staff, as AIA maintains its own job board for licensed architects. If your firm is looking for a person with certain qualifications or if you know someone who is looking for a position in an A/E firm, please contact Betsy Nickless by e-mail at [betsyn@msa-arch.com](mailto:betsyn@msa-arch.com).



July 2  
July 2  
July 27  
July 28

September 2  
September 29

Penny Nelson  
Alicia Igram  
Brigitte Roman  
Thomas Cannon

Aimee Mandala  
Nancy Burt

# President's Corner

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Our lunch session continued the theme of making changes by inviting us to create new habits through “Six Simple Rules for a Better Life”: Be happy, be nice, be a leader, be organized, be a lifelong learner, and be healthy.

The afternoon session on Wednesday focused on visionary leadership. Sarah Wallace, our new SDA National President, lead the session which included a walk-through of the new SDA website, overview of CDFA-U (SDA's certification university program), Agile Methodology, SDA's vision, and a SWOT exercise (Strengths, Weaknesses, Opportunities and Threats) as we explored the future of SDA.

Wednesday evening was the traditional host chapter party. Since there is no Nashville chapter, the party was hosted jointly by many chapters (including our own). The evening was a great time of sampling delicious appetizers, enjoying a glass of wine, reconnecting with old friends, and making new acquaintances. In addition, we had a live instructor to teach us country line dancing – everyone looked like a pro after a few songs!

Thursday morning we had a wonderful breakfast while hearing from an architect who was on the team for the design and construction of the Nashville Music City Center, Nashville's new state-of-the-art convention center. Her presentation and photographs were outstanding as she led us from the vision plan, design influences, and initial concepts, through the final design and construction of this beautiful center.

Also on Thursday, I attended the “Find the Lost Dollars” session. Our speaker presented 10 culture traps that affect profitability, and how to move beyond those traps to better profits. She also presented nine key areas to finding the lost dollars. The book that formed the basis for the session, *Find the Lost Dollars*, by June R. Jewell, CPA, is available on Amazon; I highly recommend it.

Another Thursday session for me was “Growth, Succession Planning & Financial Management – Best Practices”. Our speaker, a Senior Manager for Deltek, discussed many best practices for not only enhancing profitability and better project management, but facilitating smoother ownership transition in the future.

Thursday was also the day for the Annual Business Meeting for SDA. We heard a recap of 2013 from national president, Betsy Nickless, and heard addresses from each of the candidates for the incoming Executive Committee members.

A Friday morning session with Melissa Esquibel, the Microsoft Certified Trainer, helped us all “get our day back” with her session “E-mail Time Wasters.” A session with Melissa is guaranteed to reveal countless “gems” of wisdom for the tools you use every day. My favorite was the “Show as Conversations” checkbox in the View tab – a great way to catch up on emails after returning from EDS!

A favorite speaker for our local chapter, Mike Rankin, presented a wonderful session on healthcare reform. Mike makes such a complicated subject very clear, as many of you know. As this issue continues to evolve, I'm sure we'll see more of Mike to keep our members up to date and informed.

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# President's Corner

(Continued from Page 3)

Friday afternoon was reserved for local tours. I visited the Belle Meade Plantation not too far from downtown Nashville. Belle Meade means beautiful meadow, and the area certainly was beautiful, green and lush. We arrived by bus, and were led on a private tour of the antebellum mansion by an extremely knowledgeable and interesting docent. We were then treated to a wine tasting (the plantation has its own winery), and we were allowed to discover the grounds and gift shop on our own before returning to the hotel.

The Saturday schedule was devoted to Melissa Esquibel who covered Microsoft Word, Excel and PowerPoint. Most of the attendees brought in laptops and were able to follow along as Melissa led the group through many tips and tricks. My takeaway from these sessions was a renewed motivation to learn more of the various shortcuts, particularly with selection – did you know that Ctrl+A selects everything in the document? How handy is that little tip? This shortcut is particularly useful with Excel spreadsheets when the formatting needs to be cleaned up.

Saturday evening we enjoyed the annual installation and celebration banquet, where I was proud to accept the Gold Level Chapter Foundation Award on behalf of our Orange County Chapter! I was also absolutely thrilled to receive my CDFA pin (yes, I passed!).

This recap is by no means exhaustive – you would be reading all day. I just wanted to give you a taste of what attending EDSymposium is all about. Some of my favorite memories from the past few years have been made at the EDSymposium conferences. I cherish the relationships I have made and continue to make during each trip. I continue to enjoy the professional growth I've experienced through the educational sessions, and I love coming back to my office with new ideas and a renewed commitment to making my firm the best it can be. If you haven't attended an SDA conference in the past, I strongly urge you to start making plans to attend the next one.

There is one more, very important step you can make for future EDSymposium conferences: help SDA grow. If our membership doesn't grow, we may not have the financial ability to hold future conventions, and that would truly be a great loss. Please share your membership packet with a friend or acquaintance. Please discuss SDA with people you meet – vendors, sub-consultants, and contractors – you never know where that next member will be. If you're shy about reaching out, then provide me or another of our board members with the name of a potential member and we'll take it from there.

And of course ...have a wonderful summer!

## **Mission Statement:**

The SDA advances management and administrative professionals in the A/E/C industry through education, networking, and resources.

# Recently Completed Projects



**United Brotherhood of Carpenters and  
Joiners of America  
International Training Center  
Las Vegas, Nevada**

**Architect:** Carlile Coatsworth Architects,  
Inc.

**SDA Member:** Marcy Fields

**Fire Station No. 37  
Tustin, California**

**Construction Manager:** Griffin  
Structures, Inc.

**SDA Member:** Karen Henderson



**Pavilion Park  
Irvine, California**

**Landscape Architect:** ValleyCrest  
Design Group

**SDA Member:** Cheryl Mathes



# Member Profile—Dee Dee Jackson

By Natalie Newman

Dee Dee Jackson is the Office Manager and the Executive Assistant to the Operating Director at IBI Group, where she has built her career for the past 26 years wearing many hats including administration, human resources, accounting and management.

IBI Group is a global architecture, planning, engineering, and technology firm currently consisting of 75 offices, 2,900 employees in 16 different countries, and the company has been in business for 40 years. IBI strives to create liveable, sustainable, and advanced urban environments – the cities of tomorrow.

Dee Dee has been a member of SDA intermittently for the last 25 years and believes that the training, mentoring and camaraderie of belonging to such an organization is a great asset to her firm and her personal life. Currently she serves on the chapter board as Recording Secretary and volunteers at our annual Canstruction event.

Regarding life outside the office, Dee Dee married Richard Jackson, Professional Land Surveyor, when they eloped to Kauai on 11-11-11. They enjoy domestic and international travelling, especially where there's snorkeling for her and a surf spot for him. They also enjoy going to the movies, watching documentaries, hiking and/or walking, and going out to eat. Their daughter, Haillie, age 18, is currently graduating high school and heading toward a career in nursing. Travis, age 16, recently obtained his driver's license and plays on the varsity football team.



## OTHER FUN TIDBITS ABOUT Dee Dee...

**My three goals for 2014?** Save money, plan a trip, lose some weight!

**The best advice I ever got?** The best way to double your money is to fold it in half and stick it in your pocket!

**What I do when I'm not at work?** I enjoy hanging out with my three pugs (yes...three) and chickens in the backyard while gardening. I also enjoy playing cards, sewing, photography and any type of crafting.

**On my desk right now?** Contracts... contracts... contracts, coffee, and left over popcorn from a school fundraiser.

**If you could have dinner with three famous people, living or dead, who would they be? And why?** Eckhart Tolle – Author of *The Power of NOW*. I'd like to learn to live more by his philosophy of how to live a more peaceful life, and Tom Rath – Author of *Strengths Finder*. I find his technique and method to finding your professional skill strengths very interesting.

**Favorite quote?** Keep it simple.

### My Mixed Media:

**Favorite music?** I like all music ranging from southern rock, country, disco, jazz, classical and a little bit of hip hop.

**Television shows?** I enjoy comedy sitcoms such as Modern Family and The Office as well as HGTV, Discovery and the Cooking Channel.

**Radio station?** 88.1 k jazz, 92.3 *old school*, 94.7 The WAVE *smooth R&B*, 100.3 The Sound *Classic Rock*, 101.1 Kearth *not-so-old oldies*, 105.1 Go Country *country*.

**Magazine/newspaper/blog?** I enjoy reading *The Week* magazine for world news in a nutshell, to the simple kitchen hints and recipes from *Taste of Home* magazine.

**Website?** [www.google.com](http://www.google.com) of course! I google EVERYTHING!

**Books / Genre?** Fiction: Sue Grafton, cookbooks, biographies, travel guides.

**Artist?** George Zupp, Susan Dysinger

### Who you follow on social media?

Twitter = HRwatchdog, MelissaEMCT, Instagram = clarklittle, pugsofinstagram, Facebook = plumeria growers, TechShop in San Francisco, Official Backyard Chickens, Fresh Eggs Daily, The Chicken Chick, Gardening Relieves my Stress, Dave Ramsey, Self Sufficiency Magazine, The Pioneer Woman, and the Ellen DeGeneres Show, Pinterest = The Prairie Homestead, US Navy and several cooking pages.

**Most exciting place you've ever visited/toured?** The most exciting place I've ever visited would have to be Venice, Italy, or Mykonos, Greece, or St. John, U.S. Virgin Islands. They were all very different and had a unique style of their own.

# California Minimum Wage Increase

**Contributed by Penny Nelson**

The first phase of California's two-phase, minimum wage increase is now less than one month from taking effect. Last fall, California Governor Jerry Brown signed into law AB 10, which amended the California Labor Code to provide for an increase in the minimum wage. The first phase of the minimum wage increase took effect July 1, 2014, and will increase the mandated minimum wage from \$8.00 to \$9.00 per hour. The second phase of the minimum wage increase will take effect on January 1, 2016, and will increase the mandated minimum wage from \$9.00 to \$10.00 per hour.

Exempt employees are also affected by the minimum wage increase. California's Wage Orders generally require that any employee classified under the executive, professional, or administrative exemptions be paid a salary of not less than twice the prevailing minimum wage. Under the current minimum wage laws, that means exempt employees must be compensated based upon an annual salary of not less than \$33,280. However once the minimum wage increase takes effect on July 1, 2014, exempt employees will have to be compensated based upon an annual salary of not less than \$37,440.

Certain other employees – such as those who are required to provide their own tools to perform the functions of their job, for example – may also be affected by the minimum wage increase. California employers should take prompt action to ensure their wage-and- hour practices are in full compliance with the new minimum wage law.

Also effective July 1, 2014, the following revised posting and notice requirements take effect in California:

- Employers must prominently display a poster showing the new, \$9.00 per hour, minimum wage.
- Employers must start using an updated workers' compensation brochure containing new pre-designation regulations. Employers must provide their employees, at the time of hire or by the end of the first pay period, with the workers' compensation brochure.
- Employers must start using updated Paid Family Leave brochures containing new family member definitions, which now include grandparents, grand-children, siblings, and parents-in-law. The brochures should be provided to new hires and to employees who take a qualifying leave.

**Source:** Atkinson, Andelson, Loya, Ruud & Romo, Labor & Employment Law Blog

Here's a link to the July 2014 Time of Hire pamphlet:

<http://www.dir.ca.gov/DWC/DWCPamphlets/TimeOfHirePamphlet.pdf>

# Legal Briefs

## NAVIGATING EMPLOYEE USE OF SOCIAL MEDIA IN THE WORKPLACE

By: Brandy L. Worden and Brandon A. Clouse

With over one billion people on Facebook and over 200 million on Twitter, social media is a booming force that has worked its way into the employment sphere. Reconciling employee and employer rights in this sphere is a new and developing area of law that creates uncertainty for employers. In 2010, the National Labor Relations Board (NLRB) began investigating complaints related to employee social media activity, at times involving very public complaints and embarrassing anecdotes regarding places of business. The result has been litigation establishing that broad prohibitions on employee use of social media will be struck down and that firing an employee based on his or her social media activity may be found in violation of the National Labor Relations Act. This article will explore some of the nuances of the types of activity the NLRB deems protected.

In a 2012 decision, *Hispanics United of Buffalo, Inc. and Carlos Ortiz*, 359 NLRB 37 (2012), the NLRB held that the discharge of five employees for Facebook comments they wrote in response to a coworker's criticism of their job performance violated Section 8(a)(1) of the National Labor Relations Act. The discharged employees worked for a non-profit organization that assisted victims of domestic violence. Their discharge arose from an off-duty dispute in which one employee began criticizing the job performance of other employees in the office. In response, another employee posted the following on Facebook:

“Lydia Cruz, a coworker feels that we don’t help our clients...  
I’ve about had it! My fellow co-workers how do u feel?”

This comment caused four other employees to respond and express their disagreement that their work performance was substandard. Lydia Cruz, the criticizing employee, was unhappy with how her co-workers were treating her and complained to the organization's executive director. The executive director reviewed the Facebook postings and discharged all five employees for bullying and harassment which purportedly violated the non-profit's "zero tolerance" policy on such conduct.

In its ruling in favor of the five discharged employees, the NLRB made two important findings. First, the board found that the employees' Facebook postings constituted concerted activity that was legally protected. The board reasoned that the initial Facebook posting was a solicitation to other employees and the employees' responses were in common cause with each other and thus constituted concerted activity. The board further explained that discussions regarding job performance are a protected activity and that the employees engaging in such discussions were protected under the law. Second, the NLRB found that the bullying and harassment zero tolerance policy did not allow the employer to discharge the five employees. The board explained that "legitimate managerial concerns to prevent harassment do not justify policies that discourage the free exercise of Section 7 rights by subjecting employees to . . . discipline on the basis of the subjective reaction of others to their protected activity." As a result, the non-profit was found to have violated the National Labor Relations Act and the employees were reinstated.

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## Legal Briefs (Continued)

While the NLRB has stated that social media policies which regulate conduct should not be broad, or sweeping, it has also become evident that the board does not qualify all employee social media activity as protected. In *Karl Knauz Motors Inc. v. Robert Becker*, 358 NLRB 795 (2012), the NLRB considered the case of a BMW salesperson, Bob Becker, who was fired for Facebook posts and found the termination did not violate the law. Leading up to the Facebook posts, the dealership was arranging an “Ultimate Driving Event” to introduce the redesigned BMW 5 Series. Prior to the event, the dealership announced that food at the event would include hot dogs, chips and cookies. Becker complained about the food selection given that the event was “a major launch of a new product” and later testified that he was concerned that failing to keep the food up to par with the “luxury brand” would negatively affect commissions. Becker also spoke with other salespersons who were likewise concerned about the food at the event. The day of the event, Becker photographed the food. A few days later, Becker took more photos, this time of a Land Rover that had been driven into a pond by a 13-year old at an adjacent dealership under the same ownership as the BMW dealership.

Shortly after these incidents, Becker posted photos of the food at the sales event and the Land Rover crash on Facebook. Becker also provided commentary regarding “the rare vintages of water that were available for our guests” and captioning one photo with:

“I was happy to see that [the dealership] went “All Out” for the most important launch of a new BMW in years . . . the new 5 series. A car that will generate tens in millions of dollars in revenues for [the dealership] over the next few years. The small 8 oz. bags of chips, and the \$2.00 cookie plate from Sam’s Club, and the semi fresh apples and oranges were such a nice touch . . . but to top it all off . . . the Hot Dog Cart. Where our clients could attain a overcooked wiener and a stale bun.”

Becker also commented on the photo of the Land Rover stating:

“This is what happens when a sales [p]erson sitting in the front passenger seat (Former Sales Person, actually) allows a 13 year old boy to get behind the wheel of a 6000 lb. truck built and designed to pretty much drive over anything. The kid drives over his father’s foot and into the pond in all about 4 seconds and destroys a \$50,000 truck. OOOPS!”

Management quickly learned of the posts and terminated Becker. Management later testified that the conversations between management leading up to Becker’s termination were focused on the Land Rover postings.

The NLRB found that the postings regarding the food served at the sales event were protected activity given that the nature of the complaints related to wages, i.e., commission. Given that other salespersons had previously complained, there was concerted activity, and Becker’s posts were part of that protected activity. The board also found that the “mocking and sarcastic” tone of the posts was not so disparaging as to rise above the threshold of protection. However, the board did not find the photos of the Land Rover crash to be protected activity because they had no connection to any terms or conditions of employment. The NLRB also considered a related “courtesy” provision in the dealer’s employee handbook which prohibits “disrespectful [behavior] or use [of] profanity or any other language

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## Legal Briefs (Continued)

which injures the image or reputation of the Dealership.” The Board found this language to be unlawful given “employees would reasonably construe its broad prohibition” as restricting protected activity “such as employees’ protected statements—whether to coworkers, supervisors, managers, or third parties who deal with the [dealership]—that object to their working conditions and seek the support of others in improving them.”

As the above decisions illustrate, the NLRB’s development of case law regarding social media in the workplace has been anything but clear. The ambiguity has left employers with little guidance on drafting social media policies and has been especially detrimental because the explosive growth in the use of social media has created a greater need to regulate this activity in the workplace. On May 30, 2012, the NLRB responded to the frustrations of employers and issued its third report which provided guidelines for social media policies. The NLRB even included in its report the full text of a Walmart policy that complied with the law to provide employers with an example of a compliant social media policy.

The NLRB guidelines provide that employers should avoid ambiguity in drafting social media policies and should provide specific examples of prohibited conduct so that the policy is not reasonably construed to chill employee rights to engage in concerted activity which are legally protected. The guidelines warn that employers should not discourage employees from “friend requesting” other co-workers on their personal accounts. Also, employers should be careful with broad confidentiality clauses because these clauses may be interpreted by the employee as restricting communications regarding conditions and terms of employment. For example, broad confidentiality clauses that include all corporate financial information might impair employees’ ability to use such information to negotiate their terms and conditions of employment. Due to the many nuances in this area of law, the NLRB guidelines and the model social media policy should be consulted before drafting or revising such policies.

The NLRB has stated that it will continue its emphasis on social media cases in 2014. Employers looking for further guidance should reference the NLRB General Counsel memoranda on employee social media activity issued on Aug. 18, 2011, Jan. 24, 2012, and May 30, 2012 available at <http://www.nlr.gov/news-outreach/fact-sheets/nlr-and-social-media>.

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# Member Profile—Jessica Berlier

By Natalie Newman

Jessica Berlier has worked as Administrative Coordinator at Cuningham Group Architecture, Inc. in Culver City for the past nine and a half years. Jessica has more than a decade of experience in the architectural field and has been responsible for office relocation, acquisition integration, contract administration, agency coordination, client/consultant contacts and communication, budget setting and oversight, revenue projections, quarterly reporting, project management coordination and project close-out processing. She has assisted Marketing, trained employees to use various software programs, processed A/P, A/R, payroll and employee benefits, interviewed potential employees and regularly assisted principals with contracts, proposals and general recordkeeping for urban living, education, healthcare, big-name entertainment and worship projects.



Cuningham Group Architecture opened in downtown Minneapolis in 1968, and currently has 280 employees in nine offices, including Beijing and Seoul, and provides architectural design services to a number of different market sectors. To recognize the firm's design excellence and civic leadership, AIA Minnesota named Cuningham Group the 2013 "Firm of the Year."

Jessica has been an SDA member for over seven years and is currently a member of the National Certification Committee. She really enjoys the national convention, EDSymposium, every year, both for the learning content and the wonderful friendships that are made. She also said "It is invaluable how SDA provides growth opportunities in various areas of design administration, and also the learning platforms that keep us relevant in an ever-changing field. As a Member at Large, I also appreciate that the Orange County Chapter has taken me under their wing as an "adoptee."

Jessica has three children: Ashley (30), Damien (22) and Melina (20). She also has two grandchildren: Lowlia (3) and Marco (4 months).

## OTHER FUN TIDBITS ABOUT Jessica...

**My three goals for 2014?** I am focusing on personal growth this year : (1) "Lean In" – I have challenged myself to do things that "scare me"; (2) As an introvert, I have committed to do more public speaking/presentations; (3) I am currently mentoring for an Associateship within my company.

**The best advice I ever got?** Never settle and don't give up.

**What I do when I'm not at work?** I spend time in Keene, CA at Clear Creek B Ranch, a 300-acre cattle ranch hosting events in a historic barn. I also enjoy cooking, reading, traveling and spending time with family and friends.

**On my desk right now?** A hand-carved elephant from Africa (received as a gift); a small block of nicely cut wood from the ranch; pictures of my grandkids; some books on Leadership; a small bamboo plant (also a gift)

**My mixed media:** I have a broad taste in most things and spend little time attached to electronic media. I prefer to be outside or spending time with family and friends.

**Favorite music?** It depends on my mood.

**Radio Station?** Channel surfer

**Books / Genre?** All kinds

**Artist?** All kinds

**Most exciting place you've ever visited/toured?** I enjoyed the history and the pyramids in Tulum Mexico, but I felt a strong personal connection to the Hiwan Homestead in Evergreen, Colorado.

# Paid Family Leave Update

**Contributed by Penny Nelson**

Senate Bill 770, signed by Governor Brown on September 24, 2013, expands California's Paid Family Leave (PFL) to provide benefits to workers who take time off work to care for a seriously ill parent-in-law, grandparent, grandchild, or sibling. The law takes effect July 1, 2014.

Currently, eligible individuals can receive up to six weeks of PFL benefits within a 12-month period to care for a seriously ill child, parent, spouse or registered domestic partner, or to bond with a minor child. SB 770 expands coverage but does not change existing eligibility requirements.

To be eligible for PFL, an employee still must:

- Be unable to do their regular or customary work for at least eight days due to the need to provide care to a seriously ill family member or to bond with a new child.
- Be employed or actively looking for work at the time family leave begins.
- Have lost wages due to caring for a seriously ill family member or bonding with a new child or, if unemployed, been actively looking for work.
- Have earned at least \$300 from which State Disability Insurance (SDI) deductions were withheld during a base period.
- Obtain medical certification from a physician/practitioner for claims to care for a seriously ill family member.
- Complete and submit a claim form within 49 days of the first day of their family leave or they may lose benefits.

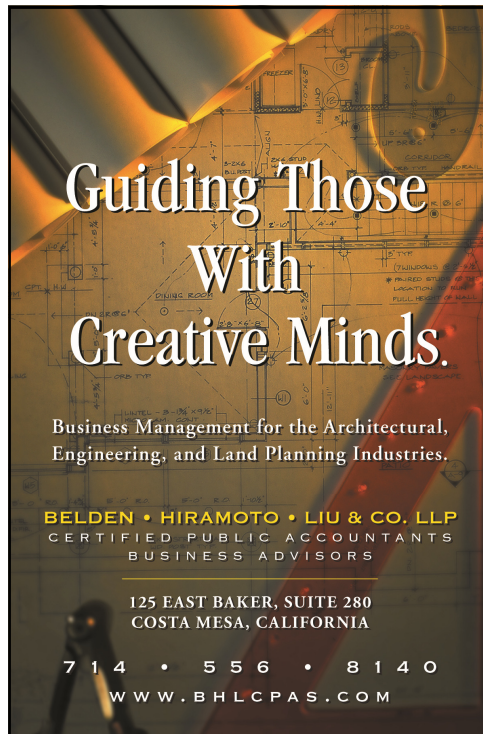
Employees can now file for Disability Insurance and PFL benefits using SDI Online. Employers can also use SDI Online to submit forms for an employee's claim.

For more information about SDI Online, go to **[www.edd.ca.gov/disability](http://www.edd.ca.gov/disability)**.

**Source:** *California Employer* newsletter distributed by the Employment Development Department, State of California.

Here's a link to the July 2014 PFL brochure: [http://www.edd.ca.gov/pdf\\_pub\\_ctr/de2511.pdf](http://www.edd.ca.gov/pdf_pub_ctr/de2511.pdf)

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## 2013—2014 Sponsors



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**The Commentary**

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